



Embassy of the United States of America

Amman, Jordan
April 08, 2013

To: Prospective Offerors

Subject: Request for Quotation No. S-JO100-13-Q-0014

The Embassy of the United States of America – Amman has a requirement for a contractor to provide a **Landscaping Service for real property owned or managed by the U.S Government**. The Request for Quotation (RFQ) consists of the following sections:

1. Standard Form SF-18.
2. Scope of work.

A site-visit to answer questions regarding to the Scope of work, will be held at the Embassy at 10:00 a.m., Thursday, April 11.

The Embassy plans to award a purchase order. You encouraged making your quotation competitive. The RFQ does not commit the American Embassy to make any award.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in block 5a of the SF-18 or Via Email to Bashirft@state.gov by **12:00 pm, April 17, 2013**. Oral Quotations will not be accepted.

Sincerely,

Matthew Ferry
Contracting Officer



REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 1 PAGES	
1. REQUEST NO. S-JO100-13-Q-0014	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING	
5a. ISSUED BY General Services Office, American Embassy, P.O. Box 354, Amman - Jordan			6. DELIVER BY (Date)		
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY		
NAME		TELEPHONE NUMBER		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
		AREA CODE	NUMBER	9. DESTINATION	
Firas Bashir./Procurement - GSO		00962 - 6	5906026		
8. TO:			a. NAME OF CONSIGNEE		
			U.S Embassy Amman		
a. NAME		b. COMPANY		b. STREET ADDRESS	
				Al-Umawyeen St.	
c. STREET ADDRESS			c. CITY		
Abdoun - Al Amawiyeen Street			Amman - Jordan		
d. CITY		e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.			
04/17/2013					
11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Landscaping service for real property owned or managed by the U.S Government as per attached Scope of Work for six months.				
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS
					NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input checked="" type="checkbox"/> are not attached.					
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER					
b. STREET ADDRESS			16. SIGNER		
			a. NAME (Type or print)		b. TELEPHONE
c. COUNTY					AREA CODE
d. CITY			c. TITLE (Type or print)		NUMBER
Amman					

U.S. Embassy Amman Landscaping Service Contract

1. PERFORMANCE WORK STATEMENT

The purpose of this contract is to obtain landscaping services for real property owned or managed by the U.S. Government at the US Embassy Amman Compound, the approximate area of the landscapes is 12000 Square meters; the Contractor shall perform landscaping services in all designated spaces. **This is a Service only contract for six months**, the US government will be providing all necessary materials, tools and equipment to the contractor.

1.2 GENERAL REQUIREMENTS

Proper landscape maintenance sustains the quality and health of a landscaped area and preserves the intended design concept. Landscaping is intended to provide overall aesthetically pleasing appearance for the community.

Plants are chosen for their natural shape and growth habit. All cultural practices should encourage and enhance the natural form of the plant material. Trimming and pruning should not alter this form appreciably.

The following is to serve as required specifications and to provide guidance in the maintenance of the areas which fall under the Landscaping Contract.

The Government will measure the Contractor's work by the appearance of the landscape covered by this contract. The Contractor shall perform complete gardening and landscape maintenance services as described in this contract for all Government properties listed in 1.17. The Contractor shall include all planning, administration, and management necessary to assure that all services comply with the contract, the COR's schedules and instructions, and all applicable laws and regulations. The Contractor shall meet all of the standards of performance identified in the contract. The Contractor shall perform all related support functions such as subcontracting, quality control, financial oversight, and maintenance of complete records and files.

Temporary Additional Services: are services that are defined as Standard Services but are required at times other than the normal workday. These services shall support special events at the Post. The Contractor shall provide these services in addition to the scheduled services required. The COR shall order these services as needed. This work shall be performed by trained employees of the Contractor, and shall not be subcontracted. The COR may require the Contractor to provide temporary additional services.

1.3 MANAGEMENT AND SUPERVISION

1.3.1 Supervision.

The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and shall be the point of contact with U.S.

Government personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The supervisor shall have supervision as his or her sole function.

1.3.2 Schedules.

The Contractor shall maintain work schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. The Contractor shall deliver standard services between the hours of **8:00 AM and 4:30 PM** Sunday through Thursday. For those items other than routine daily services, the contractor shall provide the COR with a detailed plan as to the personnel to be used and the time frame to perform the service.

1.3.3 Quality Control.

The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. These visits shall be surprise inspections to those working on the contract.

1.3.4 Technical Guidance.

The Contractor shall have the services of a trained horticulturist with experience in the climate and soil conditions found locally to give technical guidance to the Contractor's work force and to develop and guide the Contractor's programs for lawn and tree care.

1.3.5 Standards of Conduct

- (a) General. The Contractor shall maintain satisfactory standards of employee competency, conduct, cleanliness, appearance and integrity and shall be responsible for taking such disciplinary action with respect to employees as required. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, and the United States Government. The Government reserves the right to direct the Contractor to remove an employee from the worksite for failure to comply with the standards of conduct. The Contractor shall immediately replace such an employee to maintain continuity of services at no additional cost to the Government.
- (b) Uniforms. The Contractor's employees shall wear clean, neat and identifiable uniforms. All employees shall wear accreditation at all times.
- (c) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities that interfere with normal and efficient Government operations.

- (d) Intoxicants and Narcotics. The Contractor shall not allow its employees while on duty to possess, sell, consume, or be under the influence of intoxicants, drugs or substances that produce similar effects.

1.3.6 Materials

The US government will be providing all materials, supplies required to perform the standard and temporary additional services as specified in this contract. Such items include fertilizer, weed killer, herbicides and any other operational items required for performance of the duties and requirements of this contract.

1.3.7 Grounds Maintenance Plan.

The Contractor shall submit an annual Grounds Maintenance Plan that reflects the proposed frequency for meeting the requirements of this contract. The Grounds Maintenance Plan will be developed to fit the requirements of local conditions, types of vegetation, and climate factors. The Contractor shall submit the Grounds Maintenance Plan to the COR for approval within 30 days after contract award.

1.4 LAWN CARE

1.4.1 Mowing

- a) Lawns shall be mowed as needed and at the direction of the COR.
- b) The height of cutting shall be maintained consistently to prevent scalping or burn. The mowing height shall be appropriate to the turf species.
- c) Excessive grass clippings shall be collected and disposed of. Adjacent sidewalks and streets shall be clean of clippings.
- d) Mowing patterns shall be alternated each week to avoid creating ruts and compaction.

1.4.2 Edging

- a) All lawn edges along sidewalks and curbs shall be edged before each mowing during the active growing season and as required for appearance for the remainder of the year.
- b) Edging shall be performed with a blade type mechanical edger. The cut edge should appear as a clean, straight line.
- c) A monofilament line trimmer shall be used to trim around obstacles within the lawn area. Care shall be taken to insure that the bark of trees and shrubs are not damaged or stripped by the line trimmer.
- d) Lawn sprinkler heads shall only be edged to allow for proper distribution of water.

1.4.3 Fertilization

- a) Grass shall be observed for signs of nutrient deficiencies and treated to correct deficiencies throughout the year.

| 1.4.4 Trimming

- a) The Contractor shall trim grass around trees, shrubs, cultivated areas, sprinkler heads, valves, fences, buildings, poles, and structures, so that grass height does not exceed the height of the adjacent grass.

1.4.5 Weeding

- a) All areas shall be kept free of weeds. Chemical and/or mechanical means may be used as appropriate. If any weeding is not performed, maintenance will be considered unsatisfactory.
- b) Before applying herbicides, the type of weed shall be identified and the control selected accordingly, using the most effective control for the species, the location and the season.
- c) Weeds shall not be allowed to grow in paved areas such as driveways, walks, curbs, gutters, etc. Weeds may be removed manually or sprayed with a herbicide. Dead weeds shall be removed from the paved areas.
- d) Post emergent shall be sprayed at the manufacturer's recommended rates.
- e) Weeds shall be controlled in turf areas. Mowing is not an acceptable method for weed control.
- f) The Contractor shall obtain approval of the COR for all applications of weed killers.

1.4.6 Turf repair and re-establishment

- a) The contractor shall, whenever necessary, repair areas damaged by vehicular traffic, oil and gas, building repairs, and normal foot traffic. The damaged area shall be filled in and leveled and then seeded or sowed, and maintained to conform to adjacent areas.
- b) All soil shall be re-graded, as necessary.
- c) The method, frequencies, and dates of grass cutting, hedging, trimming, weeding, Aerating and turf repair shall be part of the contractor's Grounds Maintenance Plan.

1.5 PRUNING

1.5.1 The Contractor shall maintain trees, shrubs, hedges, bushes, vines, ground cover and flowers.

1.5.2 The Contractor shall prepare a written schedule, as part of the Grounds Maintenance Plan, showing the method, frequencies, and dates of pruning.

1.5.3 The Contractor shall prune all shrubs, vines, bushes, ground cover, and trees to:

- a) Shrubs and vines shall be pruned to maintain growth within space limitations, to maintain or enhance the natural growth habit, or to eliminate diseased or damaged growth. Some species shall be trimmed appropriately to influence flowering and fruiting, or to improve vigor.

- b) Shrubs and vines must be trimmed as needed to permit unobstructed passage to residents or vehicles. Trimming near vehicular entry or exits shall be carried out to prevent sight restrictions.
- c) Shrubs shall be pruned to conform to the design concept of the landscape. Individual shrubs shall not be clipped into balled or boxed forms, except where specifically instructed.
- d) Vines shall be pruned to control growth and direction, and shall not be allowed to grow over windows, doors or other structural features, unless directed by the COR. Vines shall not be allowed to grow over the crowns of shrubs or trees.

1.6 TREE CARE

1.6.1 Staking

- a) The purpose of staking trees is to support and protect young trees until they are able to stand alone.
- b) All tree stakes and ties shall be maintained to properly support the tree. They shall be inspected a minimum of once every 60 days to prevent girdling or chafing of trunks or branches or rubbing which may cause bark wounds.
- c) Stakes should not remain on trees for longer than a one year period.

1.6.2 Pruning

- a) All trees shall be allowed to grow to their natural genetic form and size, unless specifically accepted.
- b) All trees shall be pruned to promote structural strength and to accentuate the natural form and features of the tree.
- c) Pruning must be carried out to permit unobstructed passage to pedestrians and motor vehicles and to prevent sight restrictions near intersections.
- d) Thinning of certain species and individual specimens may be required to prevent wind damage. Suckers, water sprouts, rubbing and heavily laden branches shall be removed to provide less wind resistance.
- e) Palm trees shall be trimmed

1.6.3 Fertilization

- a) All trees shall be observed for signs of nutrient deficiencies and treated to correct deficiencies throughout the year.

1.7 SHRUBS AND VINE CARE

1.7.1 Fertilization

- a) Most shrubs and vines should be fertilized annually. Plants that have reached maturity may not require annual fertilization.
- b) All plants shall be observed for signs of nutrient deficiencies and treated to correct deficiencies throughout the year. Nutrient deficiency shall be brought to the attention of the COR and properly identified prior to treatment.

1.8 GROUND COVERING

1.8.1 Trimming

- a) Established ground covers bordering sidewalks or curbs shall be edged as often as necessary to prevent encroachment.
- b) Ground covers shall not be allowed to touch or cover the crowns of shrubs and trees.
- c) Some ground covers may require cutting back to remove woody growth and promote vigor. This shall be performed at the direction of the COR.

1.8.2 Fertilization

Fertilization shall coincide with the growing season of each specific ground cover.

1.9 LEAF REMOVAL

The contractor shall, on a monthly basis, remove leaves and pine needles from the properties listed in 1.17 and on a weekly basis during the period September through December or as required.

1.10 DEBRIS REMOVAL

- a. Litter and trash including leaves, rubbish, paper, bottles, cans, rocks, gravel, and other debris shall be removed from all areas on a daily basis.
- b. All refuse resulting from the maintenance operation of properties shall be disposed of at locations designated by the COR.
- c. Hard surfaces (i.e. sidewalks, patios, driveways) shall be swept or blown free of debris daily.
- d. The Contractor shall remove foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, and trash from the maintained areas including walkways, stairways and curbs within or adjacent to the area.
- e. The Contractor shall remove all debris and equipment from the work site before the end of each workday.
- f. Debris removal shall prevent unsightly accumulation.
- g. The Contractor shall promptly remove collected debris to an authorized disposal site.
- h. The Contractor is responsible for all expenses incurred in the collection and disposal of debris.

1.11 RECYCLED MATERIALS

The Contractor shall promote recycled uses for lawn and tree debris in meeting other landscaping needs, such as mulch and compost.

1.12 IRRIGATION

- a. The irrigation shall be operated at an appropriate seasonal schedule, using the least amount of water necessary to maintain the growth, health, and vigor of all landscape plant materials.
- b. Irrigation controllers shall be re-programmed at a minimum of once monthly in order to match plant material water needs to the irrigation applied.
- c. The contractor shall maintain a log of current sprinkler station times. A copy of the log shall be given to the COR after routine inspection. The log shall include, but is not limited to:
 1. Controller location
 2. Scheduled days to run
 3. Start times
 4. Station location
 5. Each station's run time
 6. End time
 7. Contractor's employee initial and date
- d. Repairs to sprinkler equipment damaged by mowers or equipment operated by the contractor shall be the responsibility of the contractor, at no cost to the Government. If repair work is not accomplished in a timely manner, the COR shall have work completed and deduct loss from the monthly payment.
- e. Perform sprinkler check/inspection after each mowing and report any damages to the COR.
- f. Report and flag all water leaks and/or system malfunctions to the COR.
- g. The Contractor shall water lawns, flowers, shrubs, and trees to provide for moisture penetration to a depth of 7 centimeters. If natural precipitation is sufficient to fulfill this requirement, the contractor may request the COR's permission to suspend watering to avoid too much water in the soil.
- h. The Contractor shall present the method, frequencies, and dates of watering in a written schedule in the Grounds Maintenance Plan. The schedule shall take into account the kinds of vegetation, local soil conditions, and the seasonal variations in plant moisture requirements.
- i. The US government will provide all hoses, portable sprinklers, and other similar irrigation equipment.
- j. The Government shall furnish the supply of water.

1.13 FERTILIZATION

- a) The Contractor shall fertilize and lime the soil to promote proper health, growth, color, and appearance of cultivated vegetation, following proper horticultural practice for the types of vegetation, soil, weather conditions, and seasons of the year.
- b) The Contractor shall present the method of application, fertilizer type, frequencies, and dates of fertilizing and liming in the Grounds Maintenance Plan.
- c) The Contractor shall fertilize the lawn areas a minimum of two times per year.

- d) The Contractor shall apply weed killer once a year. If weed killer is not required, the contractor shall request a waiver in writing from the COR.
- e) The Contractor shall fertilize trees, shrubs, bushes, hedges and plants a minimum of once a year.

1.14 HERBACIDE APPLICATION

- a) The contractor shall maintain a program for controlling pests and plant disease so as to maintain flowers, shrubs, vines, trees and other planted areas in a healthy and vigorous condition. The Contractor shall obtain approval of the COR for all pesticides.
- b) All chemical controls must be applied under the supervision of a licensed and qualified herbicide control applicator, following the procedures set forth in the labeling of the product, as required by law.
- c) The contractor shall follow chemicals MSDS sheets when applying chemicals.
- d) Healthy plants and lawns should be able to withstand minor disease and insect damage without controls. Routine application of pesticides shall not be practiced, as this destroys natural predator-prey relationships in the environment.
- e) Where usually high infestations or infections occur, an accurate identification of the disease or insect shall be made and the control selected with care, prior to application.
- f) The contractor shall present a plan for herbicide and disease control as a part of its Grounds Maintenance Plan.

1.15 HAZARDOUS AND TOXIC SUBSTANCES

It is the contractor's responsibility to ensure the safe handling, application, removal and environmentally sound disposal of all hazardous or potentially hazardous fertilizers, weed killers, and pest control products utilized in this requirement.

1.16 GENERAL

1.16.1 Equipments.

The Contractor is responsible for maintaining all equipments needed to complete this task.

1.16.2 Replanting and Extra Work

Plant material which dies through the fault or neglect of the contractor or due to preventable circumstances, shall be replaced with a specimen of the same species and of equal or similar size as the plant lost, at no cost to the Government. This must be coordinated with the COR.

1.17 LOCATIONS OF LANDSCAPING SERVICES

Includes but not limited to the following table.

Location	Address
A. Ambassador's Residence	Embassy Compound
B. DCM's Residence and its surroundings.	Deir Ghbar
C. Front Gardens(East) D. (Inside Embassy Perimeter)	Embassy Compound
E. Front Gardens(East) F. (Outside Embassy Perimeters)	Embassy Compound
G. Western Garden H. (Outside embassy perimeter)	Embassy Compound
I. Consular Area Gardens.	Embassy Compound
J. Marine House Gardens	Embassy Compound
K. Kids Playground	Embassy Compound
L. Compound Walkways	Embassy Compound
M. ALL Government Owned property and its surroundings.	

1.18 WORKING HOURS

All work shall be performed during *Saturday to Thursday 8:00-16:30* except for holidays identified in advance by the COR. Other hours may be approved by the Contracting Officer's Representative. The Contractor must provide at least 24 hour advance notice to the COR who will consider any deviation from the hours identified above.

1.19 ADMINISTRATION

1.19.1 Contracting Officer's Representative (COR):

The COR is a technically qualified person from Facilities maintenance as an authorized representative to assist in the administration matters, and request for technical clarifications and assistance for the purchase order.

1.19.2 Payments: monthly Invoice shall be submitted to the (COR).

1.19.3 Termination:

If, for convenience to the Embassy, any phase or task of the delivery order is deemed unfeasible by Embassy, the United States Government may at this point pay the Contractor of this project for the work done to date and terminate the remaining portion of the delivery order.